

BRA/EDIC EMPLOYMENT OPPORTUNITY**PLEASE POST!!**

TITLE: BIOTECHNOLOGY AND LIFE SCIENCES
SECTOR MANAGER
EMPLOYMENT STATUS: EDIC Employee

DEPT/DIV: ECONOMIC INITIATIVES/ECD

JOB VACANCY POSTING NO.

34-04

POSTING DATE:

8/31/04 Rev: 9/8/04

EXTERNAL DATE:

9/14/04

POSITION FILLED:

DATE:

NAME:

SUMMARY: Under the direction of Deputy Director for Economic Initiatives/ECD, manage strategic plan/initiative to attract and retain biotechnology and life sciences companies/industry in the City of Boston. Operating as part of a business team, coordinate, navigate, advocate and act as a liaison for the biotechnology and life sciences sector. Offer direct service coordination with BRA, City departments, State, and Federal agencies. Develop and execute the LifeTech Boston initiative, identifying needs and opportunities for initiatives, programs and projects that advance this sector and its agenda. Agenda includes developing and executing LifeTech marketing plan, permitting/zoning plan, training plan, financing plan, transportation plan, etc.

Manage strategic plan/initiative (LifeTech Boston initiative) to attract and retain biotechnology and life sciences companies/industry in the City of Boston working with the Deputy Director for Economic Initiatives.

Develop and execute strategy to maintain and grow this sector in the city of Boston and execute this initiative. Perform necessary analyses and research to create strategic plan.

Serve as point of contact for biotechnology companies for the City of Boston. Proactively provide outreach to leaders in this industry.

Manage inventory and data base of potential biotech sites within the City of Boston. Help determine and strategize development of areas in the City for this industry.

Coordinate LifeTech internal team comprised of members from various departments within the BRA and the City of Boston. Work collaboratively with team to execute marketing, permitting/zoning, training, financing and transportation plans.

Assist in management of external Mayoral Advisory Group comprised of various representatives from this sector.

Perform outreach to this industry in collaboration with BRA staff members in areas of planning, zoning, urban design, workforce development, technical assistance, business development and financing.

Assist with creating partnerships with universities and other agencies that sustain and expand this group in Boston; sponsor events, workshops, conferences, etc designed to expand the biotechnology industry in Boston.

Participate in policy and program strategy and planning related to biotechnology and life sciences.

Prepare regular progress reports to be submitted to the BRA Director, Director of Economic Development and other BRA staff.

Participate and provide assistance to Economic Initiatives Team in areas that are pertinent and overlap with this initiative.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelors Degree or equivalent in Science, Business Administration, Economics, Public Administration, related field or equivalent, a Master's degree is desirable. Must have 3-5 years business, biotech or technology experience focused on the commercial side of the sector. Must have a strong interest in biotechnology and life sciences. Must be results-oriented, highly motivated and willing to learn. Must have strong leadership, analytical, organizational and interpersonal skills including public contact and presentation skills. Ability to build strong relationships with the sector, city departments, state and federal agencies is essential. Must have a comfort level dealing with residents and community members across various neighborhoods and income levels. Ability to identify needs and requirements and identify solutions is required. Basic financial analysis skills are needed as well as a general understanding of urban real estate and business needs. Must hold a valid Massachusetts Drivers License. Must possess/own a car and must be able to utilize the vehicle on a regular and ongoing basis in performance of the responsibilities of the position.

GRADE: 20

HIRING RANGE: \$50, 775.32 - \$61, 058.44

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

